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13 MAR 1981

MEMORANDUM FOR: CIA Occupational Safety and Health  
Committee Members

FROM: William N. Hart  
Chairman, CIA Occupational Safety  
and Health Committee

SUBJECT: CIA Occupational Safety and Health  
Committee Meeting

1. The second meeting of the CIA Occupational Safety and Health Committee is scheduled for 1 April 1981 at 1000 hours in Room 7D32 (DDA Conference Room), Headquarters Building.

2. Attached is the agenda and a proposed charter which should be reviewed before the above-mentioned meeting. If additional information is necessary, please contact the Safety Group on extension

William N. Hart

Attachments:

- A. Agenda
- B. Draft Charter

cc:

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Approved For Release 2005/08/02 : CIA-RDP84B00890R000600100023-8

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ATTACHMENT

ATT A

AGENDA

CIA OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

1 April 1981 - 1000 Hours

Review of Minutes of 14 January 1981  
Meeting

William N. Hart

Discussion - Proposed Committee  
Charter

William N. Hart

Safety Inspection - Latin America  
Division

Highlights of EO 12196 & 29 CFR 1960,  
Implementing Instruction



ATT B

# DRAFT

## CHARTER

### CENTRAL INTELLIGENCE AGENCY

### SAFETY AND HEALTH COMMITTEE

#### I. Establishment

Pursuant to Executive Order 12196 and 29 CFR 1960, a Central Intelligence Agency Safety and Health Committee at the National level is hereby established. The Safety and Health Committee is an integral part of the decision making and review process of the Agency's Safety and Health Program.

#### II. Purposes

The purposes of the Committee are to:

Advise and assist the DCI and the Designated Safety and Health Official in carrying out their responsibilities pursuant to Section 19 of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960.

Monitor the performance of the Agency's Safety and Health Program and make policy recommendations on operation of the program.

Maintain a channel of communication between employees and management concerning matters of safety and health in Agency work places.

#### III. Membership

The Chairperson of the Committee is the Associate Deputy Director for Administration and the remaining membership include a management and an employee representative from the following components:

- DCI/Collection Tasking Staff
- DCI/Resource Management Staff
- DCI/DDCI Area
- Administration Directorate
- National Foreign Assessment Center
- Science and Technology Directorate

Each management representative should be at the Directorate Executive Officer level or equivalent and the employee representative should be a non-management employee. These members are appointed by heads of appropriate components.

The Chief, Safety Group and the Health Officer shall attend meetings and serve the Committee as technical advisers. The OGC will nominate an advisor who will serve at the call of the Chairman.

IV. Frequency of Meetings

The Committee will meet at the call of the Chairperson. The date of meetings and the agenda pertaining thereto, shall be announced and issued sufficiently in advance of meetings to assure all members are properly advised.

V. Minutes of Meetings

The Chairperson will appoint an Executive Secretary who will summarize the minutes of each meeting and distribute them to the Chairperson and each member.

VI. Appointment of Subcommittees

The Chairperson may appoint subcommittees to inquire into and advise on matters directly related to safety and health. The committee members may in turn draw upon Agency components as appropriate for assistance in studying problems and proposing solutions.

CONCUR:

\_\_\_\_\_  
Deputy Director of Administration

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Director of Central Intelligence

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Date